

CHAPTER 6

NAVAL CONSTRUCTION FORCE CAMP MAINTENANCE

LEARNING OBJECTIVE: Identify the procedures for the operation of a NCF camp maintenance program at NCF camp locations.

Maintenance is the function of keeping buildings, structures, grounds, and equipment in (or restoring them to) a serviceable condition. Inspection and maintenance are directed toward assuring maximum usage from existing equipment and facilities at minimum cost. A specific level of maintenance should be established for each facility. The level of maintenance established depends on the mission of the activity and the estimated duration of the facility. By knowing the maintenance management system, you are better able to approach the goal of maximum usage and minimum cost.

Each NCF facility represents a significant financial investment. To protect this major investment, a well-organized, continuous maintenance program is required. This maintenance program should include inspections, workload planning and prioritizing, job scheduling and accomplishment, provisions for adequate material stocks, facility/equipment history records, as-built drawings, and turnover procedures. This chapter provides some basic information to help you implement and maintain the basic maintenance management system and principles in day-to-day operations. Additional information can be found in the following references:

- Ž OPNAVINST 11010.20
- Ž NAVFAC MO-321.1, *Maintenance Management of Public Works and Public Utilities*
- Ž NAVFAC MO-322, Volume 1, *Inspection for Maintenance of Public Works and Public Utilities*

CAMP MAINTENANCE PROGRAM

The resident battalion commanding officer is responsible for managing and operating a public works maintenance program. All camp maintenance

records are maintained continually and turned over to the relieving battalion. Camp maintenance tasking is established by defining a target man-day figure for direct labor. The target figure is a threshold set to define the minimum man-days required for each deployment. Target percentage breakdowns for these tasked man-days are defined later in this chapter. Minor construction projects with less than \$1,000 or 50 man-days, which do not change the end use of a facility, and all maintenance and repair projects with less than \$5,000 and 100 man-days may be approved by the commanding officer with the concurrence of the 2ndNCB/3rdNCB DET. All projects beyond this scope must be submitted to COM2NDNCB/COM3RDNCB via the 2ndNCB/3rdNCB DET by letter for approval. Projects must not conflict with the camp master plan, and site approval must be obtained from the 2ndNCB/3rdNCB DET. An effective COSAL program must be established and maintained to effectively manage camp systems and equipment.

ORGANIZATION

The NCF camp maintenance management system was designed for any Seabee camp operation, but it was specifically intended for mainbody camps. The requirements apply to all COM2NDNCB and COM3RDNCB camp locations. The Standard Automated Material Management System (SAMMS) camp maintenance management system was formulated and developed from the requirements and systems described in this chapter.

Maintenance Platoon

The BRAVO company maintenance platoon is responsible for camp maintenance and operation. Figure 6-1 is a recommended manning plan.

Maintenance platoon personnel should be assigned full time and not used for construction project work. Although the numbers and skill levels

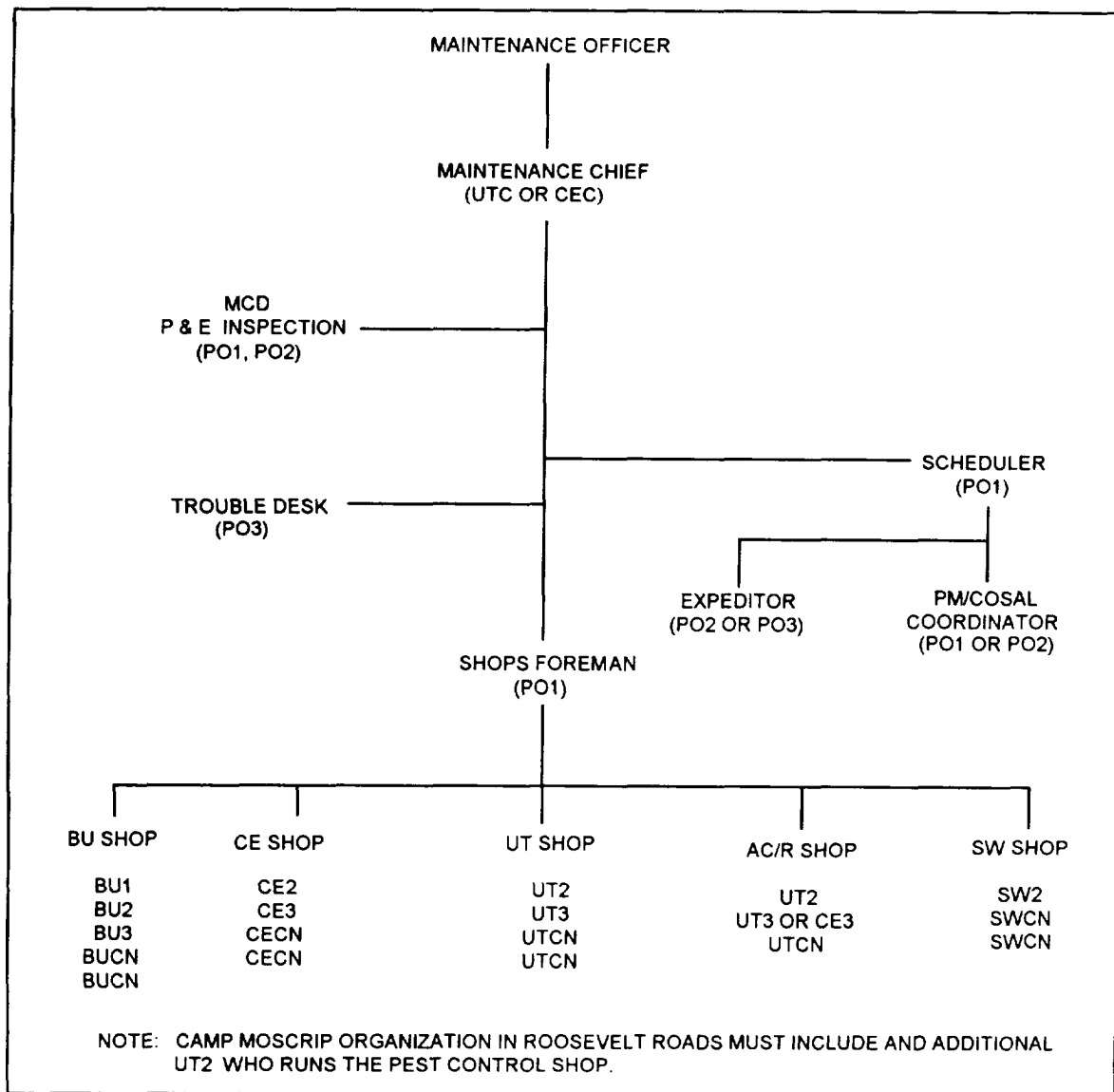


Figure 6-1.—Manning plan.

within the maintenance platoon are flexible, a manning floor of 20 direct labor (shop) personnel has been established as the minimum number necessary to maintain camps in acceptable condition. Specific approval is required from the 2ndNCB/3rdNCB DET to go below this level. No more than 10 percent of the camp maintenance personnel are rotated during a deployment without a written waiver from 2ndNCB/3rdNCB. The eight key player functions specified in this chapter represent full-time overhead positions in the camp maintenance organization. Double-hatting of these functions is **not authorized without a written waiver**. Personnel will not be rotated among

these positions during the deployment. In addition to the regimental camp maintenance program, the maintenance platoon should receive the training listed in table 6-1.

Camp Maintenance Officer (CMO)

The BRAVO company commander, as CMO, is responsible for the camp maintenance program. The CMO controls all expenditures of OPTAR 03 funds. This includes camp maintenance material, personnel support equipment (PSE)/collateral equipment, and other authorized expenditures. The CMO is

Table 6-1.—Maintenance Platoon Training

<u>AREA</u>	<u>SKILL</u>	<u>APPLICABLE POSITION</u>
Planning, Estimating, and Scheduling	NEC 5915	Maintenance Control Director
Planning, Estimating, and Scheduling	PRCP Skill 103-703	MCD Branch
COSAL Training	COSAL Use and Maintenance	PMS/COSAL Coordinator, Camp Maintenance Storeroom Individual
AC/R Skill	NEC 6104 NEC 6102	One AC/R Shop Individual One UT Shop Individual
SAMMS Computer	Basic Microcomputer Literacy (Skill 824.1) and Camp Maintenance Management System Application	All Key Individuals
Supply Training	Regiment OJT	Expeditor
Pest Control	Pest Control Shop Training	For a UT2 in Camp Moscrip Only

responsible for the preparation of the camp maintenance plan and other reporting requirements as summarized in figure 6-2. Due to the nature of this position, it should be assigned only to an individual scheduled to complete the full deployment. If the CMO has no previous public works experience, it is highly recommended that attendance at the Civil Engineer Corps Officers' School (CECOS) Public Works Management Course be scheduled during the preceding home port period. The CMO must properly staff the maintenance organization and operate under the COM2NDNCB/COM3RDNCBINST 11014.2. He/she must maintain close coordination with the 2ndNCB/3rdNCB DET, and must be aware of all contract work planned and in progress in the Seabee camp. The CMO must attend all precons and act as the alternate point of contact for the 2ndNCB/3rdNCB DET for ROICC-administered contracts. The CMO is the energy/utilities conservation program officer. As

the conservation program officer, the CMO designates a program monitor-in the organization to identify waste and to recommend improvements. The CMO ensures active and meaningful use is made of the SAMMS camp maintenance management system hardware and software. The program's data base must be kept up-to-date at all times.

Maintenance Chief

The position of maintenance chief should be assigned only to an individual with previous public works experience who will not rotate during the course of the deployment. The maintenance chief is responsible for the day-to-day operation of the maintenance platoon and has a variety of specific duties.

These duties include the camp maintenance plan and a systematic, continuous inspection program for

CAMP MAINTENANCE PRIMARY REPORTING REQUIREMENTS			
<u>REPORT</u>	<u>FREQUENCY</u>	<u>TO</u>	<u>PURPOSE</u>
CAMP MAINTENANCE PLAN	QUARTERLY	2ND NCB/ 3RD NCB DET	-ALL FUNDING SOURCES ACCOMPLISHMENT PLAN -PRIORITIZE WORKLOAD -ACTUALS OF CURRENT QUARTER
MONTHLY PROJECT STATUS REPORT	MONTHLY	2ND NCB/ 3RD NCB DET	-STATUS OF WORKLOAD
SITREP INPUT	MONTHLY	S3	-PROVIDES MONTHLY & CUM. MONTHLY TOTALS PLUS % ESA, STANDING SPECIFICS
SHOP LOAD PLAN	SEMI- MONTHLY	2ND NCB/ 3RD NCB DET	-SCHEDULING OF WORK- LOAD FOR A 1-MONTH PERIOD
MANPOWER AVAIL SUMMARY	SEMI- MONTHLY	2ND NCB/ 3RD NCB DET	-PROJECTION OF EXPECTED MANPOWER AVAILABILITY
BUDGET REQUEST	QUARTERLY	S4	-BUDGET FOR O3 OPTAR FUNDS
CONTROL INSPECTIONS	ONE EACH DEPLOYMENT	3RD NCB DET	-IDENTIFY DEFICIENCIES TO UPDATE THE CURRENT AIS
3RD NCB MRP SUMMARY REPORT	MONTHLY	2ND NCB/ 3RD NCB DET	-SHOW LINE ITEM EXPENDITURES OF MRP TIED TO PROJECT NUMBER
AIS REPORT 2ND NCB (ONLY)	ANNUAL	2ND NCB DET	-PROVIDES ANNUAL INSPECTION REPORT REQUIREMENTS TO COM 3RD NCB AS REQUIRED

Figure 6-2.—Camp maintenance primary reporting requirements.

all camp facilities, utility systems, and equipment. The maintenance chief also keeps a log to properly manage and track O3 OPTAR and maintenance and repair (MRP) funds (in 3rdNCB) expenditures. He/she also uses an effective COSAL program to properly maintain camp systems and equipment.

The maintenance chief coordinates all emergency/service form preparations and specific and

standing job orders (SJOs) necessary for camp maintenance. Coordinating includes a review of all emergency/service forms (prior to work performed) for proper use and format.

It is the duty of the maintenance chief to update technical information for all equipment on the preventive maintenance (PM) program. Technical data to be retained includes operation and

maintenance manuals, nameplate data, facility and room locations, SJO numbers, drawings, specifications, repair part requirements, and maintenance histories. The equipment covered by the COSAL program should be separated for ease of identification.

Excluding work in progress, the maintenance chief maintains a 300 man-day backlog of specific work that has 100 percent of material on site and a 600 man-day backlog with all material on order (with valid requisitions). He/she prepares shop load plans semimonthly for review by the CMO and approval by the 2ndNCB/3rdNCB DET. While working with the supply department, the maintenance chief establishes and continually reviews the stocking level of materials available for camp maintenance, including maintenance of a current COSAL equipment listing.

Sometimes an outside public works organization is responsible for maintaining certain items such as telephone or electrical systems. The maintenance chief acts as the point of contact, along with the 2ndNCB/3rdNCB DET, to plan the accomplishment of required maintenance. Copies of all current contracts/agreements for these services should be maintained as part of the camp maintenance program.

It is the responsibility of the maintenance chief to maintain facility history jackets complete with proper records and boiler certification certificates. The left side of the jacket has class 2 property record sheets, equipment listing, and a facility layout drawing. The right side has the current calendar year's completed and canceled emergency/service authorizations (ESA), the last 2 years' work request authorizations, and the latest inspectors' reports for work accomplished.

The maintenance chief reviews, at least weekly, the PM schedule for proper execution and completeness. He/she also maintains appropriate stock levels and monitors the use of all required forms.

Maintenance Control Director

The maintenance control director is in charge of the maintenance control division (MCD) and works for the maintenance chief. The maintenance control director normally generates projects to correct deficiencies identified by the control inspection, annual inspection summary (AIS), and customer requests. The director plans and estimates all projects and reviews all emergency/service requests. The

MCD is the planning arm of the camp maintenance organization. The MCD converts all emergency/service calls and deficiency inputs into projects.

The director of maintenance control maintains the master set of as-built drawings for camp facilities and utilities systems and keeps current property record cards in the facility files. The director is responsible for submitting all corrections and updates to the 2ndNCB/3rdNCB DET for action. The director also maintains the current AIS sheets, AIS work sheets, and the most recent controlled inspection report in individual facility folders.

Shop Scheduler

The shop scheduler works for the maintenance chief. The scheduler is responsible for load plans, tracking all projects tasked to the maintenance platoon, and maintaining current MCD status boards.

Camp Maintenance Expediter

The camp maintenance expeditor is a key member of a successful maintenance organization. This position must be filled with a highly motivated petty officer who is capable of maintaining 1250-1 logs for both consumable and project materials. The expeditor works for the shop scheduler and is the direct interface between BRAVO company and the supply department for all repair parts, consumables, and MCD project materials. All 1250-1s and 1348 supply forms for camp maintenance are sent to the expeditor for processing. The process includes the following seven steps:

1. The expeditor receives project packages with 1250-1s attached from MCD or 1250-1s for repair parts or consumables from the shop foreman. All 1250-1s and 1348s must balance against project bills of material (BMs). The expeditor then makes sure that the forms are filled out correctly, including the required delivery date, job order numbers (JONs), and MCD number.

2. The expeditor ensures that all 1250-1s are signed by the proper authority according to monetary value and priority (\$500 and below, camp maintenance chief; more than \$500 2ndNCB/3rdNCB REP). The expeditor makes sure that a valid MCD, ESA, or SJO number is on each 1250-1, and checks for use of 03 OPTAR or MRP funds. For all 1250-1s using OPTAR, the Remarks block must include the proper JON, as provided by the fiscal year job order guide. For MRP

finds used in 3rdNCB, a JON is assigned by 3rdNCB and issued as reimbursable OPTAR.

3. The expeditor logs all 1250-1s in the appropriate MRP or 03 OPTAR funds log and uses the Julian date for tracking.

4. The expeditor delivers all 1250-1s and BMs for MCD projects to MLO. **No 1250-1 copies are to be retained by the expeditor prior to transfer to MLO.**

5. Every 10 days the expeditor will receive from MLO the yellow copies of MCD's 1250-1s. MLO is required to retain the pink copies. Both copies are annotated with the proper requisition number. The yellow copy is put in the proper MCD package for tracking. Additionally, the MCD expeditor should receive from the supply office, the pink copies of all ESA and SJO 1250-1s. These pink copies are then forwarded to the camp maintenance storeroom after the expeditor logs the requisition number.

6. When notified that material has been received by MLO, the expeditor makes the appropriate entries in the log and in the project package. If this is a direct turnover (DTO), the shop foreman is notified of such and the BRAVO-4 is informed by memo.

7. When notified by MLO that a project has 100 percent of the material aboard and staged, the expeditor informs the scheduler, who then transfers the project from the awaiting material board to the projects waiting to be scheduled. **The expeditor should not be tasked to stage or issue material for the shops.** A shop supervisor, who is the prime contractor for these specific job orders, must be assigned to pick up and stage material to ensure that proper material is on hand. The shop foreman makes sure this is done.

Every 10 to 15 days, the MCD expeditor receives the MCD Project Material Status Report from MLO. The expeditor uses this report to identify MCD project material that has been received, all outstanding 1250-1s, and line items that have not been put on order. The status of outstanding requisitions should be checked at 30/60/90/120-day intervals and action taken to make sure required materials are "on track."

The expeditor maintains memorandums accounting for all NCF tasked camp projects funded with 03 OPTAR. The accounting data includes a running balance of total funds allotted for these projects and is maintained in the project files. For

selected projects of larger dollar amounts (\$20K and above), the 3rdNCB establishes individual JONs.

The expeditor also maintains collateral/PSE procurement actions in individual facility folders.

PM/COSAL Coordinator

The PM/COSAL coordinators responsible for the SJO and the camp COSAL programs. The coordinator works for the shop scheduler to accomplish all SJOs and reports directly to the maintenance chief for COSAL. The coordinator's responsibilities include the following:

- Sight and validate all equipment currently under camp COSAL support.

- Validate all equipment under the Preventive Maintenance System (PMS) Program.

- Verify equipment files, library (tech data), and COSAL APL information for all camp equipment under the PMS program. Order technical/maintenance/repair manuals as required.

- Manage all camp equipment under PMS.

- Review COSAL equipment list for additions, deletions, or APL changes. Submit required COSAL changes. Maintain a job sequence number (JSN) log for the COSAL changes.

- Validate the COSAL, allowance parts lists (APLs), and repair parts held by the BRAVO company camp repair parts storeroom.

Trouble Desk Attendant

The trouble desk attendant receives all customer trouble calls, enters this information into the trouble desk log and fills out emergency/service authorization (ESA) forms. The attendant makes sure that ESA forms are properly routed and that outstanding ESAs are completed within the required deadlines. Normally, all facility history jackets are maintained at the trouble desk.

Shops Foreman

The shops foreman directly manages the execution of all camp maintenance work through the five shops in BRAVO company. He/she coordinates with the scheduler to accomplish the workload to

comply with job priorities. The foreman ensures the safety, cleanliness, and effectiveness of the shops.

CAMP MAINTENANCE PLAN

The key to an effective camp maintenance program is the planning required to identify, prioritize, and execute the workload. A good plan not only guides work accomplishment, but also helps develop the budget, manage the backlog, and plan manpower. The two primary tools used in the planning effort are the camp maintenance plan and the camp maintenance progress report.

The camp maintenance plan guides the execution of the BRAVO company camp program. It is prepared by CMO and updated quarterly. The camp maintenance plan includes the current and next two quarters to give a three-quarter short-range plan for accomplishment. The current camp maintenance plan will be a turnover item for the next battalion. Each

quarter includes a prioritized listing of MCD projects that are planned to be worked during that quarter. The plan also includes a listing of specific collateral equipment/PSE slated to be ordered during that period. This plan helps develop the budget for both 03 OPTAR and MRP funds. Figure 6-3 is a sample camp maintenance plan. The camp maintenance plan should be sent to the 2ndNCB/3rdNCB DET at least 45 days before the end of each quarter.

Monthly Project Status Report

The monthly project status report shows the current status of all MCD projects in the system. It prioritizes the top 15 MCD projects in each category. The status report provides information on percent complete, man-days used to date and in the period, man-days remaining, and material costs. It is always based on the current estimate of work remaining. The status report should never be the result of subtraction

CAMP MAINTENANCE PLAN									
CURRENT 1ST QUARTER FY8					2ND QUARTER FY8				
PRI	TASK	COST	MD	FUNDS	PRI	TASK	COST	MD	FUNDS
1.	COMPLETED								
--	REPAIR BLDG 6 ROOF	1200	85	MRP	PSE	2 WARDROBE, BLDG 16	400	--	03
--	NEW DRYER BLDG	425	--	03	PSE	2 BEDS, BLDG 12	150	--	03
--	REHAB PHOTO LAB	850	45	MRP	COLL	1 DESK, MLO	60	--	03
--	REPLACE BLDG 2 SINK	85	1	03	COLL	1 ICE MACHINE, CPO MESS	250	--	03
--	PWC REFERRALS	1500	--	03	COLL	2 OFFICE CHAIRS, S-3	75	--	03
--	E/S 22 CHITS	370	30	03		E/S (PROJECTED) CONTROL INSPECTIONS	1100	45	03
2.	IN PROGRESS					PWC REFERRALS	1200	--	03
--	CONTROL INSPEC-	--	3	--		SPECIFICS			
--	REHAB BEQ 12 HEAD	500	8	03	1	REPLACE WIRING BLDG 17	1400	50	MRP
--	REPLACE EXT DOORS BLDG 22	700	4	03	2	CAMP LIGHTING UPGRADE	1100	42	03
--	INSTALL EXT LIGHT, ARMORY	85	2	03	3	REHAB MEDICAL BLDG	700	30	MRP
--	NEW WASHER BLDG 8	400	--	03	4	INSTALL EMERG EYEWASH ALFA BLDG 22	200	3	03
3.	PLANNED REMAINDER				5	REHAB HEAD BLDG 30	580	10	03
--	ESA PROJECTION	700	45	03	6	RELOCATE MARS OFFICE	750	14	03
1	INSTALL WASH- RACK LIGHT	75	6	03	7	REHAB LOUNGE	2000	30	03
2	REHAB INT DENTAL	300	40	MRP	8	REPLACE BLDG 26	500	1	MRP
3	RECAULK BLDG 5 WINDOWS	40	2	MRP					
4	INSTALL SIGNS	150	6	03					

NOTE 1 - BUDGET SUBMITTAL IS SAME FORMAT WITH ONLY 03 FUND ENTRIES SHOWN.

NOTE 2 - THIS REPORT WOULD HAVE BEEN SUBMITTED NOT LATER THAN 15 NOV __ COM 3RDNCBDET.

NOTE 3 - THAT PSE/COLLATERAL EQUIPMENT PURCHASE, ESA AND OTHER ITEMS ARE SHOWN FIRST IN EACH QUARTER. THEN PRIORITIZED SPECIFICS ARE DETAILED. NO SJO DETAIL IS INCLUDED.

NOTE 4 - THIS FORMAT IS PROVIDED TO DISPLAY ESSENTIAL DATA ONLY AND NOT THE SAMMS REPORT FORMAT.

Figure 6-3.—Camp maintenance plan.

1 October 19__

From: Camp Maintenance Officer, Naval Mobile Construction Battalion ____
 To: Officer in Charge, Naval Construction Battalions, U.S. Pacific/
 Atlantic Fleet Detachment _____

Subj: MONTHLY PROJECT STATUS REPORT FOR SEPTEMBER 19__

Ref: (a) COM 2ND NCB/COM 3RD NCB INST 11014.2 SERIES

1. Per reference (a), the following report is submitted:

a. Projects completed in September 19__ :

<u>Project No.</u>	<u>Title</u>	<u>Fac #</u>	<u>M-D This Mo</u>	<u>Total M-D Used</u>	<u>Cost</u>
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b. Projects currently under construction:

<u>Project No.</u>	<u>Title</u>	<u>Fac #</u>	<u>% Comp</u>	<u>Est Comp Date</u>	<u>M-D Total Est</u>	<u>M-D This Mo Used</u>	<u>Total M-D Used</u>	<u>Est Cost</u>
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c. Projects in design:

<u>Project No.</u>	<u>Title</u>	<u>Fac #</u>	<u>% Comp</u>	<u>Agent</u>	<u>Est Comp</u>
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d. Projects awaiting material:

<u>Project No.</u>	<u>Title</u>	<u>Fac #</u>	<u>Tasking to</u>	<u>% MTL</u>	<u>M-D Est</u>	<u>Cost</u>
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e. Projects currently awaiting scheduling:

<u>Project No.</u>	<u>Title</u>	<u>Fac #</u>	<u>Tasking to</u>	<u>Est Start</u>	<u>M-D Est</u>	<u>Cost Est</u>
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f. Projects in P&E:

<u>Project No.</u>	<u>Title</u>	<u>Fac #</u>	<u>Est Comp</u>
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g. Projects awaiting funding:

<u>Project No.</u>	<u>Title</u>	<u>Fac #</u>	<u>Fund Source</u>	<u>Est M-D</u>	<u>Design Comp Date</u>	<u>BM Comp Date</u>
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NOTE 1: This format is provided to display essential data only and not the SAMMS report format.

Figure 6-4.—Monthly project status report.

from the original estimate. The report (sample shown in fig, 6-4) is submitted to the 2ndNCB/3rdNCB DET by the fifth of each month. It is segregated into the following categories, which match those on the status board:

- Ž MCD projects completed
- Ž MCD projects in design
- Ž MCD projects in P&E
- Ž MCD projects awaiting material
- Ž MCD projects awaiting funding
- Ž MCD projects awaiting scheduling
- Ž MCD projects under construction
- Ž Other MCD projects

SITREP Input

The SITREP input provides the operations officer (S-3) with monthly summary data on camp maintenance work. In the project summary section, work-in-place (WIP) is reported in the WIP scheduled and WIP actual columns. Report the entry as “camp maintenance.” For the 2ndNCB use JONs ending in -400 and for the 3rdNCB use -300. In the level II barchart, show the split in ESA, specifics, and SJOs for the reporting period and deployment to date.

General Development Map (GDM)

To reflect all facility changes, the CMO ensures that the official GDM held by the host command is updated by S-3 engineering during each deployment. The GDM is formally submitted to the 2ndNCB/3rdNCB DET before turnover. Negative reports (the GDM has not changed since the last report) are required for the record.

As-Built Drawings

The CMO ensures that for any change to a camp structure, an “as-built” record drawing is prepared. The as-built drawing may be done by preparing a new drawing, or “red-lining” two copies of the existing drawing. The CMO makes sure the as-built drawing clearly and accurately reflects the changed condition(s). One copy is retained by the camp maintenance MCD branch, and one copy is forwarded to the host command via the 2ndNCB/3rdNCB DET.

The MCD also maintains a master as-built plan of all utility systems.

NCF-Tasked Camp Projects

The MCD maintains BRAVO company files on all NCF camp projects tasked to the battalion for accomplishment. These files provide the camp maintenance organization with required information on these projects. BRAVO company files include expediter fund balance sheets if the project is funded by the 03 OPTAR.

Project Completion Report

After completion of all new construction and any projects that alter a camp’s structure or utility, it is required that the host command’s plant property records be updated. The CMO must also forward a project completion letter to the 2ndNCB/3rdNCB DET. The letter contains the following information:

- Ž Dates of final inspection
- Ž Names and position/title of personnel attending the final inspection
- Ž Punch list items
- Ž Total man-days expended in statutory labor cost
- Ž Total material cost

WORK CLASSIFICATION

Work is divided into three categories depending on urgency, duration, and repetitive nature. These categories are emergency/service work, specific job orders, and SJOs.

Emergency/Service Work

Work requiring immediate action or any minor work requiring less than 16 man-hours is classified as emergency/service work. Figure 6-5 provides a flowchart of major actions to process an ESA job order.

The following is a summary of the action taken when an ESA is submitted:

1. Requestor Action

- a. An individual identifying service work requirements reports the problem to the camp maintenance trouble desk.

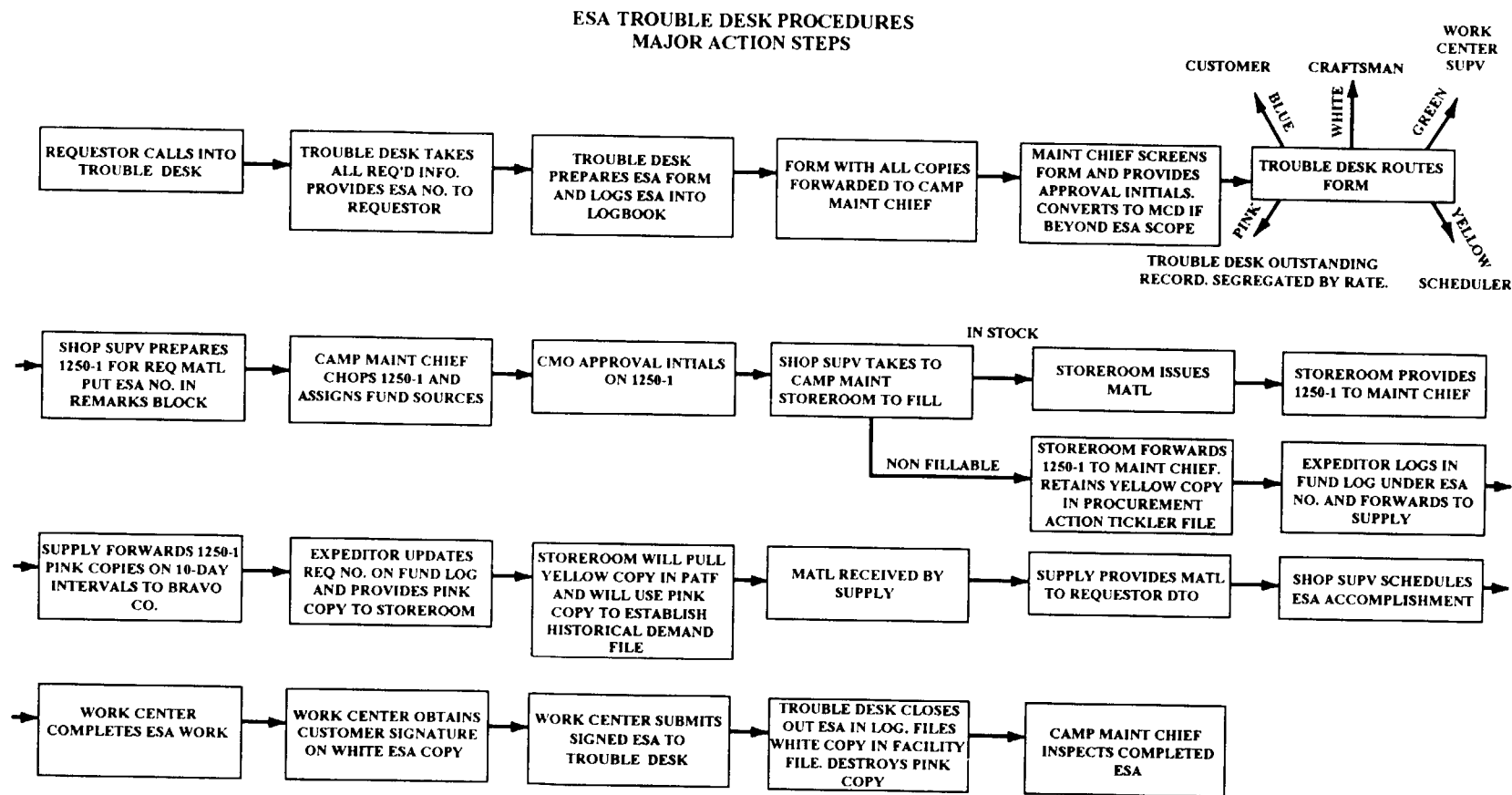


Figure 6-5.—ESA trouble desk procedures.

b. When reporting the trouble, the requester should provide the following information:

- (1) Requestor's name, telephone number, and rate
- (2) Urgency of requirement
- (3) Location of trouble
- (4) Nature of requirement (work description)

c. To assist with future inquiries, cancellation, or additions to the report, the requestor should ask for the service call number assigned.

d. The requestor's signature on the completed service form indicates that the work is satisfactory and complete.

2. Trouble Desk Action

a. Trouble desk personnel collect the information required for the ESA form (fig. 6-6).

EMERGENCY/SERVICE WORK AUTHORIZATION																																																											
NAVFAC 11014/21 (Rev. 6-75)																				W.O. NO.										CARD NO.																													
																														1 1 2 1&2 3																													
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W C / C																				STD HRS										W C / C										STD HRS																			
38 39 40 41 42 43 44 45 46 47 48 49 50 51																																																											
DESCRIPTION OF WORK																				WORK LOCATION																																							
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SHOP COMMENTS																																																											
DATE STARTED																				DATE COMPLETED																				W C / C										HRS USED									
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Figure 6-6.—ESA form.

b. Desk personnel provide the requestor with the service call identification number assigned from the service call log book. The first digit of the number indicates the last digit of the current fiscal year. The remaining digits give the chronological order in which the form was issued. For example, the 52nd form issued in FY93 would have the number 3/52.

c. Trouble desk personnel complete five copies of the service form and enter the required information in the service call log.

d. Desk personnel forward all copies of the form to the maintenance chief for review and approval. The maintenance chief initials the form in the top right corner. In case of an emergency, the desk personnel immediately notify the appropriate shop or individuals! Notification is done before completing the form, so that emergency work may begin immediately.

e. After approval by the camp maintenance chief, the trouble desk personnel forward the white and green copies to the work center performing the task. The white copy goes to the craftsman doing the work, and the green copy is retained by the work center supervisor. The blue copy is pulled and forwarded to the customer as proof there is an active ESA. The pink copy is retained by the trouble desk and filed in the work center categories in the "outstanding form" file. The yellow copy is an extra copy. In the 3rdNCB, this yellow copy can be retained in a file of ESA-funded host command MRP funds.

f. When work is completed, the trouble desk personnel log the service form as complete in the service call log, destroy the pink copy, and file the white form in the appropriate facility history jacket. If the ESA form has been canceled or converted to a work request, enter the reason for cancellation or the work request number under the Remarks section.

g. The trouble desk also maintains a pink copy on file for all ESAs referred to other companies for accomplishment. The desk personnel file the ESA form in the facility file when completed.

3. Maintenance Chief Action

a. The maintenance chief reviews requested work for accurate, complete, and proper information.

b. If the request is beyond the scope of service work or is not an emergency, the chief forwards it to the planning and estimating (P&E) section (via the trouble desk) to develop a specific job order. If the request is

for construction or alteration work, the form is returned to the requestor (via the trouble desk for cancellation). The form must indicate that the requested work was beyond the scope of a service call that requires a work request to be submitted.

c. If the form is for service work, the maintenance chief authorizes accomplishment by initialing the form and forwarding it to the appropriate shop (via the trouble desk).

d. When work is completed and signed by the customer, the chief reviews the completed form and forwards it to the trouble desk.

4. Shop Foreman Action

a. When a service form is received from the maintenance chief, the shop foreman integrates the work into the shop schedule as the priority (emergency/routine) of the job dictates and workload permits. The foreman should assign emergency forms that same day and handle routine calls within 36 hours.

b. When work is complete, the job foreman makes sure the service form is marked correctly. The form should describe the problem found, the corrective action taken, name, date started, date completed, and a brief summary of the quality/description of materials used.

c. Lastly, the foreman makes sure that all service forms for completed service work are signed by the requestor (or senior individual present) before returning them to the maintenance chief.

5. CMO Action

The CMO must review the trouble call log at least weekly.

Specific Job Order Work Requests

Work requests are used for camp maintenance work that exceeds 16 hours. This work is designated as a specific job order. Work requests are initiated by completion of blocks 1 through 8 (except block 2) of the customer request form (fig. 6-7) and submission of the form to the company commander/department head through the normal chain of command. All work requests go to the department head/company commander for screening. Block 10 of the work request must be signed by the department head/company commander or his/her designated representative before BRAVO company can accept

the request. Figure 6-8 shows the major action steps for a specific job order.

During the development of specific job orders, BRAVO company must exercise caution to prevent increasing the amount of work required to complete a job. Work cannot be segregated or increased to avoid approval requirements. All projects must result in complete and usable products. See OPNAV INSTRUCTION 11010.20 series for details.

The maintenance chief is responsible for the following actions:

1. The maintenance chief obtains a rough estimate for the work from the camp maintenance P&E section and enters it in block 13 of the work request.

2. Depending on the estimated cost, the maintenance chief must obtain approvals from the authorities (2ndNCB/3rdNCB DET reviews all work for compliance with camp master plan). See table 6-2 for the relationship between approval authority, cost, and construction.

3. The maintenance chief sends the work request to the approval authority via the chain of command for review. Blocks 15 through 17 of the request form are reviewed and the approved work request is returned to the maintenance chief. The CMO completes block 9 for funds chargeable. The CMO normally approves local authority work requests and submits them directly to the 2ndNCB/3dNCB DET.

4. For those projects within the battalion's approval authority, the maintenance chief performs the following:

- a. Assigns a specific JON of the format MCD-XXX-YY. The XXX is the chronological order

in which the work request was received and YY is the fiscal year. A log of MCD numbers should be maintained, and XXX should run through 999 before going back to 001 regardless of fiscal year.

- b. Forwards one copy of the work request to the requester to provide feedback on the action taken.

- c. Based on the priority of work and funds availability, plans and estimates the work using the cost estimating form (fig. 6-9), The maintenance chief uses the work authorization/estimate form (fig. 6-10) and develops a BM. The MCD section prepares the BM, any sketches or drawings needed, and all applicable 1250-1s for the material.

- d. Signs block 23 of the work authorization/estimate form.

- e. Submits a copy of the BM and all NAVSUP form 1250-1s to MLO for material procurement.

- f. Places the project on status charts in the scheduler's office. The charts display all specific job orders. All MCDs remain on the charts until completed or canceled. Maintains separate charts for each category reported on the monthly project status report. Priorities the top 15 MCDs on each chart and displays the same information monitored on the monthly project status report. The priorities for MCDs in the SAMMS camp maintenance computer program are those for the camp maintenance plan and not the status board priorities.

5. For those projects requiring COM2NDNCB/COM3RDNCB or higher approval, the maintenance chief is responsible for the following:

- a. Assigning a specific JON in the format MCD-XXX-YY.

Table 6-2.—Required Approval Authority

Cost Ranges (Man-days)		
<u>Approval Authority</u>	<u>Maintenance & Repair</u>	<u>Construction</u>
Battalion CO (local)	0 – 5,000 (100)	0 – 1000 (50)
COM2NDNCB/COM3RDNCB/ Host Command	5,001 – 200,000	1,001 – 100,000
CINCPACFLT/CINCLANTFLT (Including MILCON)	Over 200,000	Over 100,000

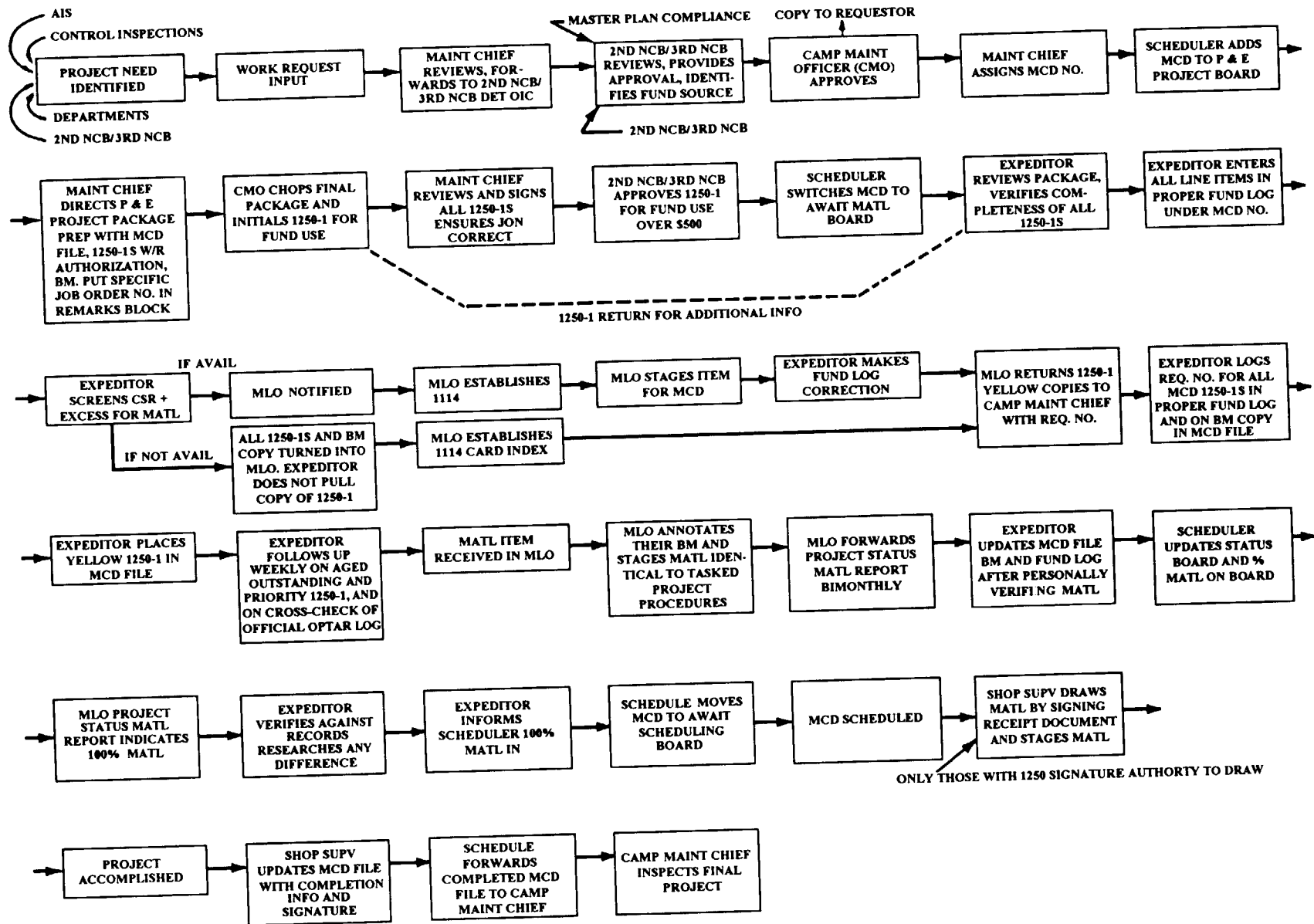


Figure 6-8.—Specific job order major action steps.

NAVFAC 11013/7 (1-78) Supersedes NAVDOCKS 2417 and 2417A		COST ESTIMATE				DATE PREPARED		SHEET OF	
ACTIVITY AND LOCATION PROJECT TITLE			CONSTRUCTION CONTRACT NO				IDENTIFICATION NUMBER		
			ESTIMATED BY				CATEGORY CODE NUMBER		
			STATUS OF DESIGN <input type="checkbox"/> PED <input type="checkbox"/> 30% <input type="checkbox"/> 100% <input type="checkbox"/> FINAL <input type="checkbox"/> Other (Specify) _____				JOB ORDER NUMBER		
ITEM DESCRIPTION	QUANTITY		MATERIAL COST		LABOR COST		ENGINEERING ESTIMATE		
	NUMBER	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	

S/N 0105-LF-010-1335

Figure 6-9.—Cost estimating form.

Figure 6-10.—Work authorization/estimate form.

b. Forwarding one copy of the work request to the requestor to provide feedback on action taken.

c. Completing the P&E work using the cost estimating form (fig. 6-9) and the work authorization/estimate form (fig. 6-10).

d. Forwarding the project package to COM2NDNCB/COM3RDNCB via the 2ndNCB/3rdNCB DET for review/approval and funding. Include in the package the site sketches, layout, work description, and a cost estimate. Segregate the cost estimate into maintenance, repair, and/or minor construction categories.

e. When funding is received from COM2NDNCB/COM3RDNCB, submitting a copy of the BM and all 1250-1s to MLO for material procurement.

f. Placing the project on the job requirements and status chart. The job order is entered and remains until completed or canceled. The chart contains the same information as those projects within the battalion's approval authority.

g. When all materials are received, scheduling the job for accomplishment.

6. For specific job orders to be done by host command or other forces, the maintenance chief submits a work request according to the host command's instructions to the 2ndNCB/3rdNCB DET for approval via the CMO. He/she leaves blank block 2 of figure 6-9 for host command use. Lastly, the maintenance chief initiates an MCD number for the project in block 14 to provide a cross reference.

Standing Job Orders (SJOs)

SJOs are written for all work that is highly repetitive in nature. With the exception of work that has been referred to outside organizations, all estimated and unestimated SJOs, including PMs, are written using the work authorization form (fig. 6-10). SJO numbers are identified by the code SJO-XXX-YY. The XXX is the sequential order of the SJO and YY is the fiscal year in which the SJO is performed. Each SJO should include an exact description of the work to be accomplished and should specify the frequency cycle. The camp's SJO file, once established, should be a continuous program unaffected by battalion turnovers. The following work is not considered appropriate for SJOs: mount-out boxes, road signs, and grade stakes. The

maintenance chief should periodically review the existing SJOs and forward recommended changes to the 2ndNCB/3rdNCB DET for approval.

A PM schedule is provided to galley personnel 2 weeks before accomplishing galley equipment maintenance. A list of galley equipment with corresponding PM dates must be on file with the food services officer. The camp COSAL program's effectiveness strongly influences the success and responsiveness of SJO accomplishment. The PM coordinator maintains a status chart for all SJOs. Figure 6-11 outlines the major actions in SJO execution.

Preventive maintenance is intended to reduce the breakdown and requisite repairs to designated camp equipment. PM procedures are accomplished on SJOs that entail a systematic and periodic examination, lubrication, minor adjustments, and repairs to camp equipment. They involve duties such as oiling, greasing, cleaning, and tightening of components. This is all with the intent to prevent accelerated deterioration. Any work beyond this level is done by initiating the appropriate service form or work request.

The inspection branch (PM/COSAL coordinator) is responsible for the following specific actions:

1. Inventory all camp equipment that meets the following criteria

- Impairs the operational efficiency of the unit should a breakdown occur.

- Presents a safety hazard in the event of breakdown or damage.

- Is more cost effective to repair than replace.

- Requires a long lead time to replace or procure repair parts.

2. Review equipment files to determine the maintenance requirements. File information should include equipment manuals and brochures, nameplate data, operating instructions, drawings, specifications, replacement/repair parts, and maintenance history. These files are developed and maintained for all equipment covered under PM. Files are also developed and maintained for other systems not under our control. This includes intrusion detection systems, telephones, fire alarms, and such that require maintenance and repair actions.

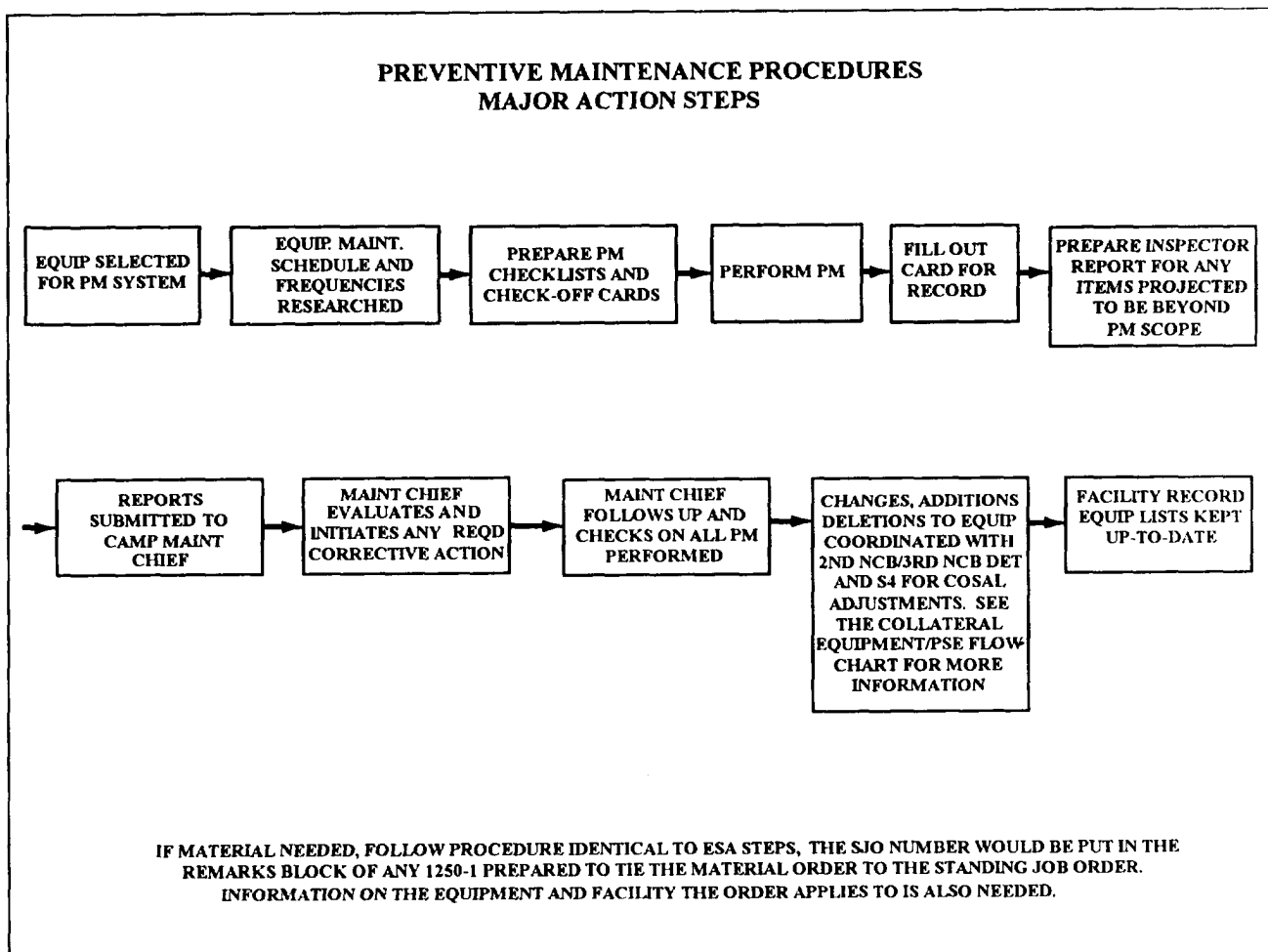


Figure 6-11.—Preventive maintenance procedures.

3. Prepare a PM checkoff card (fig. 6-12) for use by the inspection team (one CE and one UT). The team completes the scheduled inspections for each piece of dynamic equipment.

4. Perform required equipment inspections/PMs and complete the PM card to include the month and year of each inspection action. Generate an inspector's report (fig. 6-13) to identify any required work beyond the scope of the PM.

5. Evaluate the inspectors' reports and initiate any required corrective actions.

6. Do not discard or destroy PM checkoff cards when new cards are required. Staple a new card to the front of the old card to show a continuous record of inspection/service for each piece of equipment.

A current and valid inspection certificate is required for certain sized boilers. If the certification is expiring, the inspector will notify the maintenance

chief. The maintenance chief arranges for the necessary certification from a local certified boiler inspector. The CMO must be aware of all certification requirements and expiration dates to properly monitor camp equipment.

The 2ndNCB/3rdNCB DET conducts periodic random checks of PMs. These checks consist of visual inspection and verification of work completion. Detailed and thorough random checks also are conducted by the PM/COSAL coordinator and the shops foreman.

Any changes or additions to equipment or systems are coordinated with the 2ndNCB/3rdNCB DET. The facility equipment records are modified accordingly.

INSPECTION PROGRAM

The key to a successful preventive maintenance program is a systematic, continuous inspection

Figure 6-12.—PM inspection record card.

1. FACILITY NUMBER	2. ACTIVITY	3. LOCATION
1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		

[illegible]

6. ☐ ELECTRICAL ☐ MECHANICAL ☐ STRUCTURAL ☐ ROOFING ☐ SPECIAL

[illegible]

8. TOTAL THIS PAGE

9. TOTAL FOLLOWING PAGE(S)

10. TOTAL DEFICIENCY COST ESTIMATE

11. PREPARED BY INSPECTOR.

12. REVIEWED BY

13. DATE

6-21

program. Early identification of needed work allows for proper planning and execution. The following types of inspections form the basis for preparing the camp maintenance plan.

Control Inspections

A control inspection reviews all camp facilities to determine the maintenance required during the deployment to preserve or improve the condition of camp structures and property. It is the foundation of the camp maintenance program and work load.

The inspection branch of MCD conducts a control inspection within the first 30 days of the deployment. The MCD inspection branch is responsible for the following specific actions:

1. Identify each facility by identification number and area designation.
2. Prepare an inspection schedule, which includes the facility number, category code, and description.
3. Inspect the facility on the scheduled date. Record the condition on the inspector's report (fig. 6-13). Enter complete details, including the cost estimate for the work required to correct deficiencies. Prepare a separate report for each facility. The inspection should identify structural, electrical, mechanical, civil, and architectural deficiencies for each facility.
4. Inspect any permanent equipment within the facility. The quality of this inspection is vital to establishing a good backlog of work and setting the stage for a meaningful camp maintenance program.
5. Do not count as direct labor those control inspections normally done by the MCD branch.

Annual Inspection Summary (AIS)

The AIS reports document deficiencies on base facilities. These reports are produced annually in the October timeframe. Validating deficiencies and costs is vital to justify the MRP money for the proper maintenance and repair of camp facilities. In the 3rdNCB, the control inspections performed by the resident battalion provide invaluable input and must be done by completely cross-checking and marking the host command's current AIS report. The 3rdNCB DET ensures that the marked AIS report produced by the control inspection is sent to the host command as input to the next AIS. In the 2ndNCB, battalions are responsible for completion and submission of the AIS

report to the 2ndNCB via the 2ndNCB DET by 1 August each year. The battalion performing the 2ndNCB AIS is required to submit corrections to plant record cards. The *SAMM System Camp Maintenance Users' Guide* provides additional details on preparing and submitting a proper AIS.

3rdNCB Requirements for AIS/Control Inspection Interface

During each deployment, the resident battalion BRAVO company uses the inspection reports to update and validate the current AIS report. The report provides a complete and updated record of all camp deficiencies. The completed reports are sent to the 3rdNCB DET along with two copies of the marked AIS report. Inspection report copies are filed in the appropriate facility folders held in MCD. In addition to being updated, the latest AIS must be validated.

After marking the AIS report, the CMO schedules a joint meeting with the 3rdNCB DET and the host command's staff civil engineer (SCE) or public works officer (PWO). New deficiencies, corrected deficiencies, and actions initiated are discussed during this joint meeting. This meeting also identifies the means to correct all remaining deficiencies — MCD projects, host job orders, blanket purchase agreements (BPAs), local contracts, special projects, and such. The 3rdNCB DET OIC forwards a copy of the annotated AIS report of each deployment's control inspection meeting to the host command's SCE and the 3rdNCB.

The CMO discusses, prioritizes, and programs all deficiencies identified for camp maintenance action with the 2ndNCB/3rdNCB DET.

Completed control inspection deficiencies are annotated on the control inspection reports in the individual facility folders with the JON and date. Corrected deficiencies are removed from the master marked-up AIS report.

Based on the inspection and host command meetings, the resident battalion, with the 2ndNCB/3rdNCB DET, prepares a list of deficiencies to be corrected. This list should be prioritized according to the following:

1. For those deficiencies within the battalion's or the 2ndNCB/3rdNCB DET's funding authority, the deficiencies will be corrected as listed earlier under Specific Job Order Work Requests. Normally the correction of AIS or control inspection deficiencies is

funded by host MRP funds. Any use of 03 OPTAR funds to correct deficiencies requires 2ndNCB/3rdNCB DET approval.

2. For all remaining deficiencies, a description of the work to be performed, a cost estimate, and the relative priority of the work is forwarded to the 2ndNCB/3rdNCB. The 2ndNCB/3rdNCB initiates appropriate special project documentation to the host command and programs the work for design and construction.

Periodic inspections of camp facilities to identify corrective actions needed should be made. The CMO, 2ndNCB/3rdNCB DET, and host SCE/PWO should continue to meet. They should meet at least twice a month to update the AIS and discuss deficiencies corrected.

Operator Inspections

Operator inspections consist of examining, lubricating, and making minor adjustments. Operator inspections of constantly attended equipment are another form of PM, but they are performed by the operator assigned to the equipment as part of the day-to-day responsibilities.

JOB SCHEDULING

Job scheduling is done during a weekly maintenance planning meeting and a twice-monthly shop load planning meeting. Job scheduling is intended to permit advance planning by the shops for all work except emergency/service.

Maintenance Planning Meeting

A maintenance planning meeting is held weekly. The attendees include the CMO, maintenance chief, shop supervisors, and the 2ndNCB/3rdNCB DET OIC. This meeting is to schedule the work for the camp maintenance force. Shop loading for the following week is discussed and finalized at this time.

Shop Load Planning Meeting

A shop load planning meeting is held twice monthly. The manpower availability summary (fig. 6-14) and the shop load plans (figs. 6-15 and 6-16) cover 1 month of scheduled work. They are prepared in advance by the Camp Maintenance Scheduling Branch and submitted for review and approval by the 2ndNCB/3rdNCB DET OIC. They are completed

according to the manpower availability summary and the shop load plans (specific or standard job orders).

Manpower Availability Summary (See fig. 6-14.)

Block 1—Current total maintenance platoon manpower available by rate (current on board).

Block 2—Anticipated gains or losses during the upcoming month.

Block 3—Personnel available for the period. Sum of blocks 1 and 2.

Block 4—The quantity in block 3 multiplied by the number of workdays. This value should be adjusted to account for a 9-hour workday versus an 8-hour man-day (that is, 20 people available multiplied by 22 workdays in a month, multiplied by 1.125 yields 495 mandays available for work).

Blocks 5 and 6—Estimated number of man-days devoted to supervision and project support. This number is based on historical data and trends and modified by anticipated changes or management actions.

Block 7—Man-days consumed by scheduled deployment leave.

Block 8—Estimated man-days for general administrative matters, sick call, dental recall, and scheduled training evolutions, including safety lectures.

Block 9—Sum of blocks 5 through 8.

Block 10—Man-days allocated to specific job orders.

Block 11—Man-days allocated to SJOs.

Block 12—Man-days allocated to emergency/service work based on historical data.

Block 13—Sum of blocks 10 through 12. Compare to block 4 minus block 9.

Shop Load Plan for Specific Job Orders (See fig. 6-15.)

Jobs are listed in blocks 1 and 2 in descending order of priority.

Blocks 3 through 7 indicate desired use of manpower based on project priority, man-hours required to complete the job, and manpower availability.

Block 8 indicates the planned start date.

Block 9 indicates the cumulative man-days expended to date.

**BRAVO COMPANY MANPOWER
AVAILABILITY SUMMARY**

FROM: TO:
WORKDAYS THIS PERIOD:

SHOP	BU	CE	UT	AC/R	SW	TOTAL
1. PERSONNEL CURRENTLY ON BOARD						
2. PLANNED ADJUSTMENTS						
3. AVERAGE AVAILABLE MANPOWER						
4. AVERAGE AVAILABLE MAN-DAYS						

INDIRECT AND OVERHEAD	BU	CE	UT	AC/R	SW	TOTAL
5. SUPERVISOR						
6. INDIRECT						
7. LEAVE AND LIBERTY						
8. ADMIN/TRAINING						
9. TOTAL INDIRECT AND OVERHEAD						

WORK PLAN SUMMARY

LABOR DISTRIBUTION	BU	CE	UT	AC/R	SW	TOTAL	%
10. SPECIFICS							
11. STANDINGS							
12. ESA's							
13. TOTAL DIRECT LABOR (10 + 11 + 12)							

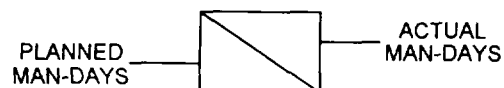


Figure 6-14.—Manpower availability summary.

[illegible]

PLANNED
MAN-DAYS



ACTUAL
MAN-DAYS

Figure 6-16.—Shop load plan (standing job orders).

man-day targets are 30 percent for ESA, 40 percent for SJOs, and 30 percent for specific job orders. In the 2ndNCB camps, specific job orders include only maintenance and repair projects and exclude construction projects. One copy of each marked-up form is forwarded to the 2ndNCB/3rdNCB DET and the other copy is retained by the maintenance chief.

Continuity

Since maintenance is an ongoing process, all records for specific jobs, standing jobs, and service calls are retained in the facility/equipment history jacket. This allows for a continuous history to be passed on to each relieving battalion. Suggestions for

improvements or changes should be sent to the 2ndNCB/3rdNCB DET for action.

MATERIAL MANAGEMENT

The maintenance chief is responsible for planning and estimating all material requirements, drafting of BMs, initiating NAVSUP form 1250-1s, and preparing the camp maintenance fund log. The camp maintenance fund log contains information used to track the budget for the camp maintenance program. The log includes the following:

Ž A quarterly breakdown with the remaining fund balance

- Julian date 1250-1s prepared
- Requisition number (supply department provides)
- Line item description/quantity/amount of issue
- Estimated cost
- Julian date material received
- MCD project number and title

All material is ordered on a NAVSUP form 1250-1. The supply department handles all camp maintenance materials according to the *Seabee Supply Manual*, COM2NDNCB/COM3RDNCBINST 4400.3 series. Turn back to figure 6-8 for additional details on the steps for 1250-1s with specific job orders.

Specific Job Order Support

Supply can track specific job order materials with the computer. The three-digit BM series field corresponds to the BRAVO company MCD project number. MLO can provide automated status reports with updated information on all MCD materials. MLO stages all MCD materials by individual project. This staging is done in the same manner as that used for tasked battalion projects.

Only the CMO or the camp maintenance chief is authorized to transfer material from one job order to another once the material is staged. Both the supply officer (S-4) and the 2ndNCB/3rdNCB DET must be advised in writing when such transfers are made. Use the format in figure 6-17 to report this information.

<u>PROJECT MATERIAL TRANSFER REPORT</u>						
						_____ (Date)
From:						
Subj: PROJECT MATERIAL TRANSFER AND CONTROL REPORT						
Ref: (a) (If applicable)						
1. Per reference(s), the following project material has been transferred from (project number/BM code) _____ to (project number/BM code/customer/excess) ____: (Attach additional sheets as necessary)						
<u>BM NO</u>	<u>LINE ITEM</u>	<u>DESCRIPTION OF MATERIAL TRANSFERRED</u>	<u>U/I</u>	<u>QUANTITY TRANSFERRED</u>	<u>REPLACE REON NO</u>	<u>QUANTITY REORDERED</u>
						_____ (Signature)
Copy to:						
COM 2ND NCB/COM 3RD NCB (if NCF tasked project)						
2ND NCB/3RD NCB DET (if camp maintenance project)						
Project File(s)						
MLO						
Other						

Figure 6-17.—Project material transfer report.

Emergency/Service Work and SJOs

Material required that is available in the camp maintenance storeroom is obtained as shown in figures 6-5 and 6-11. Material required that is not stocked in the camp maintenance storeroom is acquired through the following procedures:

1. The camp maintenance storeroom retains the yellow copy and returns all nonfillable 1250-1s to the camp maintenance chief.

2. The expeditor logs 1250-1s in the 1250-1 log book. The yellow copy of the 1250-1 is retained by the camp maintenance storeroom and filed in a procurement section tickler file. The other copies of the 1250-1 are forwarded to the battalion supply office.

3. The supply office processes BRAVO company DTO through normal supply procedures and returns the pink copies of the 1250-1s to the CMO after assigning a requisition number. These pink copies, which are provided by the supply department every 10 days, are forwarded to the expeditor for 03 log updating. The pink copies of ESA and SJO 1250-1 forms are then forwarded to the camp maintenance storeroom. Here, the yellow copies are pulled from the tickler file and the pink copy used to establish and maintain historical demand information. By using historical demand information, BRAVO company can advise supply to adjust stock levels on storeroom shelves. Figures 6-5 and 6-11 detail these procedures.

Camp Maintenance Storeroom

The camp maintenance storeroom is under the control of the supply department and operated according to the *Seabee Supply Manual*, COM2ND-NCB/COM3RDNCBINST 4400.3 series. Material is issued to authorized camp maintenance personnel using form 1250-1. Figure 6-18 details the major actions to reorder camp maintenance storeroom stock.

The supply department manages the camp maintenance storeroom to include construction material used for camp maintenance and repair parts for COSAL supported equipment. "Goody lockers," excess piles, or stockpiles of construction material in camp maintenance spaces are not authorized. The only exception is for that material required to perform work in progress.

Coordinated Shipboard/Shorebased Allowance List (COSAL)

The COSAL is an authoritative document that lists the following:

- Ž The COSAL-supported equipment installed in a camp.

- Ž The repair parts and special tools required to operate, overhaul, and repair the supported equipment.

The COSAL is both a technical and a supply document. It is a technical document to the extent that the equipment, nomenclature, operating characteristics, and technical manuals are described in the APL. It is a supply document as it lists the items required to continue the maximum self-supporting operations for extended periods of time.

The COSAL is organized into three parts.

- Ž Part I contains indexes and installed equipment.

- Ž Part II contains associated APLs.

- Ž Part III contains repair parts allowance and cross-referenced data.

Two copies of the published COSAL are retained at the camp. One copy is kept in the supply department. The remaining copy is for the BRAVO company camp maintenance PM/COSAL coordinator.

The initial COSAL is based on the equipment configuration data submitted to the Ship's Parts Control Center (SPCC). This information is kept and contained in a computerized weapons system file (WSF) at SPCC. Precise configuration information is essential. The validity of the COSAL depends on initially establishing an accurate configuration and properly updating configuration changes.

COSAL Maintenance

Proper maintenance of the camp COSAL is vital. All equipment must be validated, reported, and reflected in an updated COSAL. The battalion's supply officer must, based on input from the PM/COSAL coordinator, ensure that any subsequent installations, removals, or modifications are reported to the cognizant inventory control point (ICP). The supply officer also must report any changes to the type commander and ensure that the camp COSAL is revised accordingly. COSAL MAINTENANCE IS THE JOINT RESPONSIBILITY OF BOTH THE

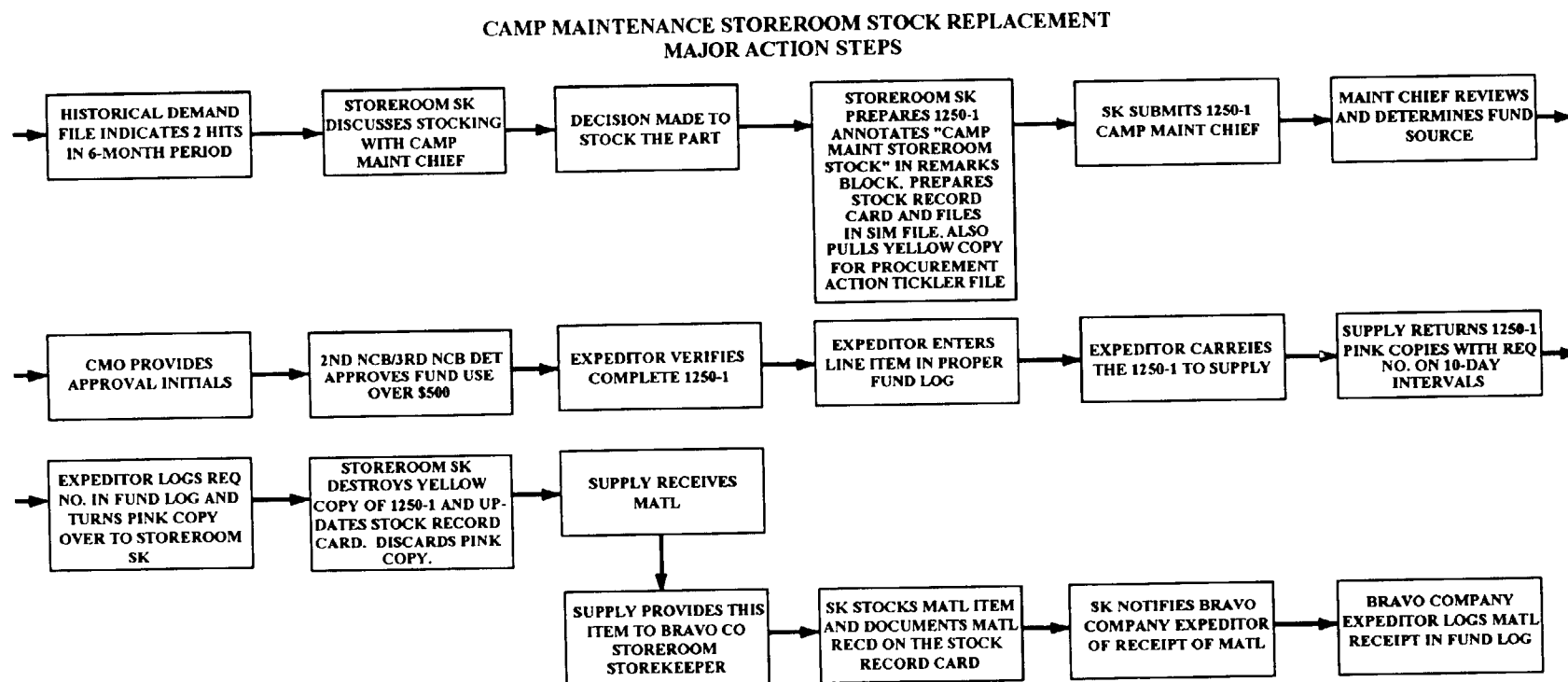


Figure 6-18.—Camp maintenance storeroom stock replacement major action steps.

MAINTENANCE AND THE SUPPLY DEPARTMENTS.

COSAL Change Reporting

The **configuration change report** (CCR) is those changes that result from equipment additions, deletions, or modifications, or COSAL errors. These equipment changes are reported according to the *Seabee Supply Manual*, COM2ND/COM3RDNCB-INST 4400.3 series, and the *Afloat Supply Procedures*, NAVSUP P-485, using a CCR.

The PM/COSAL coordinator prepares a Ship's Configuration Change Form, OPNAV 4790/CK, to document an equipment change. A job sequence log (3000 series) is established and maintained by the PM/COSAL coordinator. The PM/COSAL coordinator assigns a four-digit job sequence number (JSN) to every change reported. When completed, the form is routed to S-4. Supply makes sure that the CCR is complete and accurate. Procedures to prepare a CCR are outlined in the *Afloat Supply Procedures*, NAVSUP P-485.

CCRs are distributed as follows:

- The original goes to SPCC via 2ndNCB logistics officer (N4) or 3rdNCB DET LOG REP.
- A copy goes to the permanent camp files maintained by the PM/COSAL coordinator.
- A copy is retained by the supply department (S-4) according to the job control sequence.

The **allowance change request** (ACR) is those requests for repair parts allowance changes being made by using the ACR form. Additions, deletions, or quantity increases/decreases to any published allowance list are documented on NAVSUP 1220-2. The camp maintenance storeroom custodian, with help from the supply officer, prepares ACRs for any repair part stock level changes recommended by the camp maintenance organization. The NAVSUP 1220-2 is prepared per the instructions on the reverse side of the form.

ACRs are distributed as follows:

- The original goes to SPCC via 2ndNCB logistics officer (N4) or 3rdNCB DET LOG REP.
- A copy goes to the permanent camp files maintained by the PM/COSAL coordinator.
- A copy is retained by the supply department (S-4).

The supply department processes all the changes on receipt of the SPCC-approved request. Both copies of the camp CO SAL are updated. Requests disapproved by SPCC are returned to the originating camp for inclusion in the permanent camp files. COSAL additions, deletions, and adjustments incident to approved CCRs/ACRs are processed according to NAVSUP P-485.

Collateral and Personnel Support Equipment (PSE)

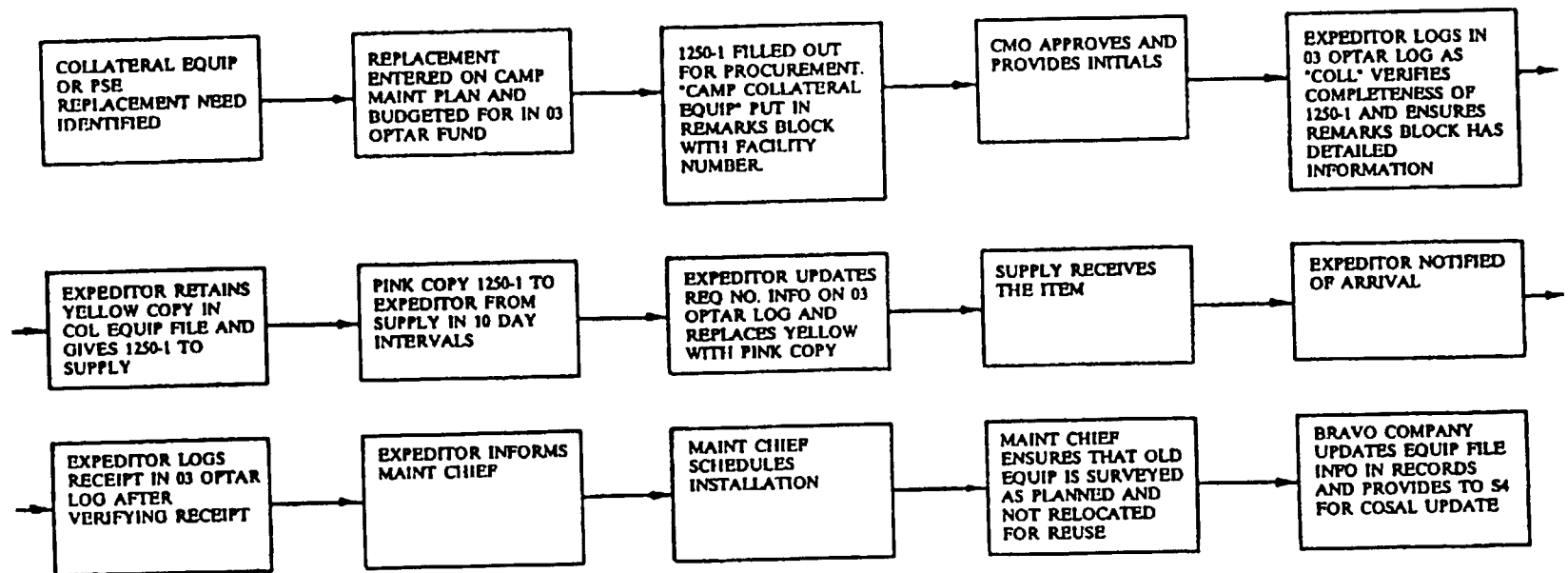
There are two basic types of equipment in Seabee material management. This section covers defining, funding, managing, and marking of collateral and PSE.

Collateral equipment is commonly referred to as class III and class IV plant property and minor property. Collateral equipment consists of noninstalled equipment used in day-to-day operations of the camp. Examples include portable washers/dryers, window air conditioners, galley and dining facility equipment and furnishings, shop equipment, and office furniture and labor-saving devices not included in the augment table of allowance (TOA).

PSE is commonly referred to as habitability items. These consist of furniture and furnishings in unaccompanied officer, chief petty officer, and enlisted living quarters including rooms, lounges, and dayrooms. Examples include beds, mattresses, wardrobes/lockers, desk chairs, lamps, carpets, and drapes. Bedding (bed sheets, pillows, pillow cases, and blankets provided for living quarters) also is included in this equipment category.

Funding for collateral equipment/PSE is 03 OPTAR. Funds from 03 OPTAR are used to fund all personnel support and collateral equipment requirements. BEQ/BOQ managers, department heads, and company commanders monitor equipment condition and identify requirements to the 2ndNCB/3rdNCB DET. The 2ndNCB/3rdNCB DET reviews requirements, does a replacement versus repair analysis, and provides requirements to the CMO for inclusion in the camp maintenance plan. All NAVSUP 1250-1s are forwarded from the CMO to the supply department for approval via the 2ndNCB/3rdNCB DET OIC. Figure 6-19 details the steps for a collateral equipment/PSE replacement within local authority.

COLLATERAL EQUIPMENT/PSE REPLACEMENT MAJOR ACTION STEPS



ADDITION, DELETION, OR MODIFICATION TO ANY EQUIPMENT IN THE COSAL PROGRAM MUST BE REPORTED TO SPOC VIA 2ND NCB/3RD NCB. BRAVO COMPANY MUST INFORM S4 AND 2ND/3RD NCB DET OIC OF ANY EQUIPMENT CHANGE WHICH AFFECTS COSAL. S4 HAS ACTION TO INSURE COSAL CHANGES ARE INITIATED AND KEPT CURRENT.

Figure 6-19.—Collateral equipment/PSE replacement major action steps.

Battalions are responsible for the initial inventory, the establishment of a record system, and the accountability and management of camp assets. To establish equipment records and controls, BEQ/BOQ managers, department heads, and company commanders are required to maintain the following:

Ž PSE and bedding custody cards

Ž Camp collateral and PSE inventory

Maintain a complete inventory by building and room/office number during the deployment. Verify manufacturer's serial numbers and equipment condition. Post copies of personnel support and collateral equipment inventories on the back of the doors or near the entries. Note any addition or deletion of furnishings or equipment. Remove unserviceable equipment. Complete survey forms per supply department procedures and forward to the 2ndNCB/3rdNCB DET OIC for approval prior to supply department action. Do not retain equipment for reuse without 2ndNCB/3rdNCB DET OIC approval. During turnover, conduct a joint inventory of all collateral equipment/PSE including designating condition codes. Reconcile differences with the 2ndNCB/3rdNCB on-site representative. Note the value of damaged or lost items in the turnover report. Do the internal custody with a person from the advance party. Initial the listing and accept custody for later reassignment to the final custodian. Original copies of equipment inventories are held by the resident battalion. Duplicate copies are provided to the CMO and the 2ndNCB/3rdNCB DET OIC.

Identification/stenciling is required on each piece of camp equipment. You should mark collateral/PSE with space identification codes to maintain accountability. Place markings on a visible but unobtrusive surface such as side or back. Plant property tags/labels are encouraged as an additional measure to maintain adequate inventory records. Look at this example of a properly identified piece of equipment.

<p style="text-align: center;">USN Property</p> <p>Item Name (locker insert)</p> <p>BEQ</p> <p>7212-A</p>
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(The building number is 7212 and the room is A.)

ACCOUNTING

S-4 maintains the official records for all OPTAR accounts. The CMO tracks and controls all expenditures of 03 OPTAR funds. The CMO also tracks and controls host MRP funds to make fiscally responsible decisions about camp maintenance. All 1250-1s using 03 OPTAR funds must be signed by the CMO and logged into the BRAVO company's 03 OPTAR log when approved. Individual requisitions exceeding \$500 in total extended cost must be reviewed by the 2ndNCB/3rdNCB DET before obligating funds. It is critical that all quarterly 03 OPTAR funds provided be obligated in the designated quarter. The supply department provides a report every 10 days to the CMO showing 03 OPTAR funds obligated. This report contains the dates, the balance remaining, and all 1250-1 pink copies. This report should cross-check and confirm the CMO's records.

BRAVO Company Fund Logs

In 3rdNCB camps, the BRAVO company expeditor maintains two fund logs. One is for host MRP funds and the other for 03 OPTAR funds. The 03 OPTAR logs track 1250-1 actions using date, requisition number, item description, date received, cost, and such. A running balance is kept on the right side of each log to show funds remaining at any time during the quarter. Every 1250-1 entry must include the MCD, SJO, or ESA number. With the exception of collateral equipment purchases using 03 OPTAR funds, all 1250-1s using MRP or 03 OPTAR funds should have a job number assigned. The 2ndNCB camps use only 2ndNCB funding and do not require any host MRP log.

Budget

The CMO submits a budget request for the next two quarters to the supply officer via the 2ndNCB/3rdNCB DET. This budget request is submitted no later than 45 days before the end of the quarter. The request is due to the 2ndNCB/3rdNCB by the first day of the last month of each quarter. This budget request includes continuing expenses as well as a prioritized list of projects to be completed or equipment to be replaced. The budget submittal is in the camp maintenance plan format, but includes only entries involving 03 PPTAR fund use. **No other fund sources are to be shown on the budget request.**

Submit an annual planning budget to the 2ndNCB/3rdNCB by 1 September of each year.

Investment Items

The 2ndNCB/3rdNCB budget call is normally issued during the January/February timeframe. This budget call is for camp investment items (non-TOA, nonstandard, greater than \$15,000 unit price). Refer to NAVCOMPT Manual 074060 for specifics on investment items. The CMO coordinates with the 2ndNCB/3rdNCB DET to identify replacement requirements that are satisfied by planned replacements or new requirements. For emergent requirements during the course of the deployment, the resident battalion sends a message request to COM2NDNCB/COM3RDNCB for priority consideration. The message outlines the need for replacement and contains all necessary supporting justification. For any industrial plant equipment (IPE) procurement over \$5,000, higher command approval is required. For non-IPE, higher command approval is required for all procurements of noncentrally managed equipment over \$15,000.

Funding of 2ndNCB Camp Maintenance Work

Although the 2ndNCB camp facilities are on the host command plant account records, the 2ndNCB is responsible for funding all camp maintenance efforts. Host commands do not provide funding. This is a primary difference in camp maintenance operations between 2ndNCB and 3rdNCB. The 2ndNCB pays the costs of correcting all AIS deficiencies within local authority. Because host commands provide no funding, MRP log keeping and fund tracking are not required at 2ndNCB camps.

Funding of 3rdNCB Camp Maintenance Work

Camp class I (real estate) and class II (facilities) property are controlled by host activities. As real estate and facility holders, the host commands provide financial support for routine maintenance and cyclical repair of facilities. However, additional costs for maintenance or repairs that are beyond those prescribed by the hosts and that are performed at the request of the tenant are funded by the tenant. Maintenance, performed on facilities and property (classes III and IV) held by 3rdNCB, is the financial responsibility of the NCF.

3rdNCB Monthly MRP Report

A monthly summary of MRP fund use by line item is forwarded to the 3rdNCB and the host command via the 3rdNCB DET OIC at the end of each month. This monthly report includes the balance of funds, item description, cost, date, project number, and quantity. The purpose of this report is to provide the host command with detailed information on where MRP funds are being expended. The MRP fund log provides the data needed for this report.

TURNOVER PROCEDURES

The battalion turnover of camp maintenance includes a thorough visual inspection of all facilities, utility systems, and dynamic equipment. As a minimum, the inspection determines the availability of the following:

1. Current camp maintenance plan.
2. Facility and equipment history jackets, including the most recent facility inspection reports.
3. As-built drawings of all camp facilities.
4. Utility system and equipment manuals, complete with nameplate data operating instructions, drawings, specifications, and repair parts requirements.
5. All outstanding specific job orders and E/S forms.
6. SJO file.
7. Emergency/service log.
8. PMS checkoff cards for all camp/facility-related dynamic equipment.
9. Project shop load plan.
10. Job requirements and status charts that contain a minimum maintenance backlog of 900 man-days.
11. Up-to-date master of the annotated AIS report. The two CMOs meet with the 2ndNCB/3rdNCB DET and the host SCE/PWO to discuss the AIS and set the stage for the upcoming control inspections.
12. Camp maintenance budget.
13. Current inventory of camp maintenance materials and spare parts.
14. Current maintenance service contracts.
15. Class III and class IV plant property records.

16. SAMMS camp maintenance application-generated turnover summary report.

17. SAMMS camp maintenance reference material and guides.

PREPARATION FOR UPCOMING TURNOVERS

The outgoing battalion validates all camp records, reports, and status chart data 10 days before the start of turnover. A complete wall-to-wall inventory of MCD material in MLO is held to validate all BM and material status. The BRAVO company expediter will assist in the material inspection.

REPORT

At the completion of the turnover, the relieving battalion provides a report to the 2ndNCB/3rdNCB on any major discrepancies and problem areas that cannot be resolved between the two battalions. A copy is provided to the 2ndNCB/3rdNCB DET.

PROCEDURES

Any change to the established procedures must be authorized by the 2ndNCB/3rdNCB. Other than a change in personnel, battalion turnovers should have no discernible effect on the maintenance system!